

**Personnel Committee  
Monday, July 15, 2013  
Conference Room B, Beck Municipal Building**

**Minutes**

Members Present: Toni Moran (Deputy Mayor), Paul Shapiro

Other Council Members Present: David Freudmann, Bill Ryan

Staff Present: Matt Hart, Town Manager, Maria Capriola, Assistant Town Manager

The meeting was called to order at 6:04 pm.

**1. PUBLIC COMMENT**

None.

**2. MINUTES**

The minutes of May 28, 2013 were moved by Shapiro and seconded by Moran. The minutes were approved unanimously as presented.

**3. TOWN MANAGER PERFORMANCE REVIEW PROCESS/TIMELINE**

Committee members discussed tasks and dates for the process. By consensus the Committee decided to reduce the number of ratings to three – outstanding, satisfactory, and needs improvement.

**4. LABOR COUNSEL RFQ/UPDATE**

Staff provided an update of the labor counsel RFQ and review process. Staff interviewed five firms during the first round and will interview two finalists at the end of July. Staff will select a preferred firm and present their selection to the Personnel Committee at its August meeting.

**5. HUMAN SERVICES OPEN POSITIONS**

Updates on recruitments for Youth Services Counselor and Human Services Director were provided. Also provided was an update on the status of undergraduate and graduate student interns for Youth Services and the Senior Center for the upcoming academic year. The social worker located at Town Hall will move to the Senior Center full-time for a trial period beginning August 12<sup>th</sup>.

The meeting adjourned at 7:05 pm.

Respectfully submitted,  
Maria E. Capriola, Assistant Town Manager  
Town of Mansfield